

**Letter of Indemnity**  
**(for refund of deposit/charges)**

The Water Authority  
43/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

Tel : 2824 5000

Dear Sir,

I \_\_\_\_\_ (\*HKID No./Business Registration No./Passport No. \_\_\_\_\_) apply for refund of deposit/ charges set out in the table below:

Account number	Name of Registered Consumer	Refund amount (\$)
Service address		

In consideration of the refund to me of the amount set out in the above table, I hereby undertake to indemnify the Water Authority and the Government of the Hong Kong Special Administrative Region against all claims, demands, proceedings, liabilities, losses, damages, costs, charges and expenses whatsoever arising out of or in relation to the said refund.

I fully understand the purpose and agree to the Water Authority using data collected from me for the purpose of or directly related to processing this letter of indemnity. If I do not provide sufficient data, the Water Authority may not be able to process my letter of indemnity. I agree that these data and other related information may be transferred to other Government bureaux and departments for the purposes for which the personal data was collected or for a purpose directly related to such purposes. I understand that I can request the Departmental Secretary of the Water Supplies Department at 48/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong for access to and correction of the personal data.

Particulars of Witness and Signature

Signature \_\_\_\_\_

Name \_\_\_\_\_  
(In Block Letters)

Address \_\_\_\_\_  
\_\_\_\_\_

Particulars of Applicant and Signature

Signature \_\_\_\_\_

Name \_\_\_\_\_  
(In Block Letters)

Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Correspondence Address (if different from the above)  
\_\_\_\_\_  
\_\_\_\_\_

\* Delete where inappropriate.

Contact Telephone No \_\_\_\_\_

Please return this letter of indemnity together with the following documents whichever applicable proving the entitlement to the said amount to this office.

- ☐ Original deposit receipt/LOSS OF WATER DEPOSIT RECEIPT–APPLICATION FOR REFUND (WWO213)  
(applicable to the Account to which deposit receipt has been issued before)
- ☐ Payment record/ receipt bearing the name of applicant
- ☐ Photocopy of HK Identity card/ Business Registration/ Passport for non-resident of applicant
- ☐ Letter from registered consumer authorising the applicant to receive the refund on behalf of registered consumer.

☐ Please “✓” whichever appropriate

WWO 368 (Rev. 03/2020)